

# Employee Payday Schedule Change Checklist

## Time and Labor: Employee Payday Schedule Change (PDSC) Toolkit

The University of Colorado is moving all nonexempt employees from a monthly current pay schedule to a biweekly pay-in-arrears schedule beginning Sept. 27, 2026. Staff and 12-month faculty with hire dates on or after Sept. 27, 2026, also will be on a biweekly pay in arrears schedule.

Read a Time & Labor project overview in the Oct. 24, 2025 Work/Life blog article: [CU launches major timekeeping overhaul to simplify employee experience](#).

This checklist will help employees navigate the coming changes. This is informational only.

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The *Employee Payday Schedule Change Checklist* is part of the evolving *Employee Payday Schedule Change (PDSC) Toolkit*, developed in coordination with the CU Time and Labor Implementation Project launching in September 2026. Because this is an ongoing initiative, details may change as the project progresses. Updates will be shared throughout 2026 to ensure you have the most current information as implementation approaches.

## Step 1: Understand what's changing (Jan – Feb)

A new biweekly pay in arrears schedule starts in September 2026. Employees are encouraged to prepare for this upcoming transition by planning early in 2026 and reviewing upcoming updates as they become available.

**Review and bookmark** the [Payday Schedule Change](#) webpage to learn about the Employee Payday Shift Change (PDSC) and stay updated on information:

- Pay in arrears
- The timeline for September – November 2026 payday schedule change
- How biweekly pay differs from monthly pay

**Mark** the calendar.

- September 30, 2026 – last monthly paycheck (pay period ends September 26)
- Late September/early October (TBD) - transition payment for eligible nonexempt employees
- October 23, 2026 - regular biweekly pay begins (September 27 – October 10)

## Step 2: Plan for the transition month (January and ongoing)

Plan ahead for this upcoming payroll transition from a single paycheck to a biweekly pay in arrears schedule (September - October 2026):

**Review** the [Payday Schedule Change Timeline](#) table (internal link).

**Review** all monthly obligations (rent, mortgage, utilities, etc.).

**Build** a small financial cushion for September/October, if possible.

## Step 3: Review budgeting and cash flow (ongoing through September)

Plan ahead for budgeting and upcoming cash flow changes beginning now through September 2026 by using these beneficial tips:

**Recalculate** a current monthly budget into a biweekly format.

**Plan** for fixed monthly expenses using portions of each paycheck.

**Identify** months with three paychecks and decide how to allocate them in budgeting. Visit the [University of Colorado Pay Days](#) website for full schedules.

## Step 4: Review and update your pay information (September)

In September, review and update pay information. Take action in your employee portal between **Sept. 27 and Oct. 10** to avoid delays. Specific details will be available by September. Verify all direct deposit information in the Employee Portal.

**Ensure** all designated routing and account numbers are current.

**Add or update** multiple accounts, if desired. e.g. checking savings.

**Adjust** automatic payments (e.g. rent, loans) to align with biweekly deposits.

**Review and update** tax withholding (Form W-4) in the Employee Portal to confirm accuracy before the first biweekly check.

## Step 5: Review optional deductions and benefits (September)

In September, review and update optional deductions in the employee portal. Employees may wish to adjust deduction amounts as paychecks become more frequent.

**Review and update** any optional deductions as needed, such as voluntary retirement plans and Health Savings Account (HSA).

**Review and understand** benefit deductions.

## Step 6: Stay informed (ongoing)

Stay informed with these helpful tips and links to support the upcoming employee payroll transition.

**Attend** any HR briefings or read all communications about the change.

**Ask** questions if anything is unclear, especially about paycheck timing or deductions.

**Bookmark** the [Payday Schedule Change](#) webpage for ongoing updates.

**Contact** Campus HR offices for individualized support:

- CU Anschutz: [human.resources@cuanschutz.edu](mailto:human.resources@cuanschutz.edu)
- CU Boulder: [PDSC@colorado.edu](mailto:PDSC@colorado.edu)
- UCCS: [hrhelp@uccs.edu](mailto:hrhelp@uccs.edu)
- CU Denver: [timeandlabor@ucdenver.edu](mailto:timeandlabor@ucdenver.edu)
- CU System: [systemhr@cu.edu](mailto:systemhr@cu.edu)

## Payday Schedule Change Timeline

### Payday Schedule Change Timeline

Select to [return to Step 2](#)

Pay Date	Description	Pay Covers	OT/Leave
<b>Fall 2026</b>			
<b>Sept 30</b>	Last monthly check	Sept. 1 - 26 hours worked	<ul style="list-style-type: none"> <li>• Paid August overtime, shift differentials, etc.</li> <li>• Process August vacation, sick and other leave</li> <li>• Sept. 1-26 vacation, sick and other leave</li> </ul>
<b>TBD</b>	A one-time transition payment for eligible nonexempt employees	To help employees adjust to the timing of the transition.	not applicable
<b>Friday Oct 23</b>	First biweekly check	Sept. 27 – Oct. 10	The full pay period is now in arrears including overtime, shift differentials, vacation, sick and other leave paid for Sept. 27 – Oct. 10.
<b>Friday Nov 6</b>	Biweekly check	Oct. 11 – Oct. 24	The full pay period is now in arrears including overtime, shift differentials, vacation, sick and other leave paid for Oct. 11 – Oct. 24.
<b>Friday Nov 20</b>	Biweekly check	Oct. 25 – Nov. 7	The full pay period is now in arrears including overtime, shift differentials, vacation, sick and other leave paid for Oct. 25 – Nov. 7.
<b>Friday Dec 04</b>	Biweekly check	Nov. 8 – Nov. 21	The full pay period is now in arrears including overtime, shift differentials, vacation, sick and other leave paid for Nov. 8 – Nov. 21.
<b>Friday Dec 18</b>	Biweekly check	Nov. 22 – Dec. 5	The full pay period is now in arrears including overtime, shift differentials, vacation, sick and other leave paid for Nov. 22 – Dec. 5.
<b>Thursday Dec 31</b>	Biweekly check	Dec. 6 – Dec. 19	The full pay period is now in arrears including overtime, shift differentials, vacation, sick and other leave paid for Dec. 6 – Dec. 19.

Visit the [University of Colorado Pay Days](#) website for full schedules.